Section 3 : Program Summary

3.0 Program Summary

Preamble

Prior to the start of any programming exercise is a period of understanding the current uses of space, departments, and their necessary adjacencies. As such, the design team utilized the concept of "Observed Programming" to investigate and then document existing conditions. The gathered information was then utilized to create a series of floor plans informing the Joint Task Force of the existing space allocations. Once this information is evaluated and discussed further with the required parties, further development of more "individualized" spaces may then occur.

The goals of developing a program summary are to first, understand existing conditions and space allocations; second, to create a logical group of agency/department adjacencies that will augment each other and provide an efficient, collaborative environment where applicable; third, to develop efficient office layouts that meet the needs of those assigned to the space.

The design team's findings include documenting large areas of storage space which may be reduced within the building depending on the ability to archive materials off site. Additionally, the team noted a large disparity in office sizes within various agencies/departments. Within several of these locations are areas that contain empty work space which could be utilized to create more efficient use of the floor plans. Overall, it was observed that the efficiency of the floors could be increased.

Our recommendation includes the development of base building floor plans that have been re-envisioned to include more efficient space allocations and circulation on each floor as well as within each space. The intent of the revised floor plan layouts within the existing Herschler building and addition is to provide a cohesive community of office space and more opportunity to house off site agencies/departments within the Herschler building.

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Overview

Currently, the programming for the Herschler building and connector link is at a "High Altitude." The specific needs for potential State agencies which would occupy the building have not been discussed. The project definition has been focused, rather, on the overall gross square footage available to the site in relation to zoning and neighborhood context.

Industry standards for office buildings indicate that the State should expect a building efficiency of 70% to 80% when minimal lobby space and connector links are developed within a building. The definition for building efficiency equals the Net Assignable Area [NASF] divided by the Gross Area [GSF]. It is important to recognize that NASF is not the same as Rentable Area.

Net Assignable Area

Net Assignable area is discretionary, programmable space, usually assigned to a specific use and/or user. Net Assignable Area includes enclosed rooms, footprints of open workstations, and circulation within rooms. Typical areas or programmable space categories include offices, office support, meeting rooms, and common support.

The specifics of available net assignable area are included in this report as part of Section 3.0 – Program Summary. The tables provide overall square footages for each of the following: Existing Herschler, Proposed Herschler – Renovation, Proposed Herschler – Addition, and Proposed Herschler – Renovation and Addition.

Gross Area

The Gross Area of the building includes the entire footprint of the building at every floor and includes exterior walls, mechanical spaces, shafts, and all Leasable Area. This area also includes a portion of exterior covered areas.

The specifics of available gross square footage area are included in this report as part of Section 3.0 – Program Summary. The tables provide overall square footages for each of the following: Existing Herschler, Proposed Herschler – Renovation, Proposed Herschler – Addition, and Proposed Herschler – Renovation and Addition.

The Office Space

We would anticipate that the Herschler building and connector link would develop an office layout with single-use offices and open plan workstations with distributed meeting rooms [or areas].

The expected range for the ratio of open to closed office space can be developed as low as 60% open to 40% closed, and is anticipated at this time. Many "forward thinking" offices utilize a 90% open and a 10% closed type of distribution.

The closed office would occupy between 100 to 150 square feet. This area is intended to be sufficient for no more than a desk, return, credenza, and two guest chairs. Each closed office would have full height walls with a door for privacy.

The open office would be based on office spaces between 60 to 80 square feet each. This area is intended to provide an individual [not shared] entrance, and accommodate a desk, return, and guest chair at minimum. The intent for this type of office design is to allow for more flexibility and cross communication between employees. Acoustics will be considered as part of this type of office design to allow for increased privacy regarding sensitive information. Partition heights are expected to vary to create visual interest, create workgroup areas, and break down the larger open office areas into discernible areas. An electronic noise-masking system shall be provided to reduce unwanted background noise and to support privacy.

A concept to be considered within the open office area is the "Hotel Station." This is a workstation left open to guests – agencies often have needs for workstations which are not occupied by resident staff.

Guests include consultants, visiting internal staff, and temporary staff. Guests in an office area can provide new energy when engaged in a meaningful way.

The Core Elements

Core elements discussed with the Task Force included the design of small, medium and large conference rooms, committee rooms, training rooms, hearing rooms, lobbies, lounges, and associated kitchenettes/vending. General discussions with this group regarding conference rooms included sizes based upon the number of occupants utilizing the rooms.

Small Conference Room

- Accommodate 3 to 4 people; ~80 – 100 sf
- These rooms would be dedicated to an Agency and would be located within the Agency's assigned area
- The number of these rooms would be at the discretion of the Agency

Medium Conference Room

- Accommodate 10 to 12 people; ~200 – 300 sf
- These rooms would be dedicated to an Agency and would be located within the Agency's assigned area.
- The number of these rooms would be at the discretion of the Agency

Large Conference Room

- Accommodate 25 people or more; ~600 sf+
- These rooms would be shared, scheduled facilities
- The rooms would be distributed throughout the building with about four per floor

Meeting/Committee/Hearing Rooms

- Accommodate 50 to 60 people; ~1,300 – 1,600 sf
- These rooms would be shared, scheduled facilities
- The rooms would be distributed throughout the building with about one per floor

Training rooms are anticipated to be part of the core elements required for the design of the building and would use the rooms listed depending on the size requirements.

Lobbies will be designed into the building as necessary for each space and its needs. The main entries into the Herschler Building will receive a level of design and space as part of a primary lobby element. Subsequent lobbies will receive an order of magnitude applied to them as part of their square footage, use and hierarchy. These areas include secondary lobbies at each

floor as part of vertical circulation and entry spaces at each agency within the building. A large, 2 story meeting room is anticipated on the 1st floor of the addition to the Herschler building.

The square footage for employee lounges and kitchenettes will be efficient and usable in their design. Opportunities will be developed to create combined areas that will be utilized by several agencies. Vending programs would be included as part of a program requirement for the kitchenette areas.

The Support Elements

Support elements would include copy, storage and mail rooms. It should be noted that these spaces are an integral part of each Agency.

It is anticipated that each Agency will require a central copy/storage/mail room due to potential security issues attributable to the nature of the information being dealt with during the day. The overall size for these areas will be discussed as part of Level III, but typically, these spaces are small in size, and distributed evenly throughout the building per floor. Potential requirements for storage rooms include space for archives and files, old computers, desks and chairs, general supplies for the office, and file storage. It should be noted that each Agency would determine the needs for specific storage requirements at a later date.

A Useful Collection of Spaces

The intent of programming and planning for the Herschler and its connector link is intended to be addressed in Level III and will be to provide a flexible facility that supports a variety of space types and uses over the life of the building. The approach will be to establish a solid framework to the building [previously referred to as “good bones”] and to develop a useful collection of spaces. This collection of spaces is ordered by size and partition type.

The partition types will be categorized as permanent, fixed, and temporary.

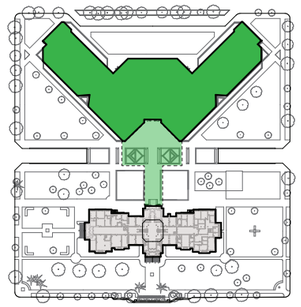
- Permanent partitions: these partitions are not expected to be moved or modified over the life of the building. This partition type is expected for permanent spaces including shafts, stairs, toilets, mechanical rooms, etc.
- Fixed partitions: these partitions would have the same appearance as permanent partitions but are expected to be changed over time, with some effort [contractors required] as needed to suit the occupant. This partition type is expected for assignable spaces including offices, work rooms, conference rooms, etc.
- Flexible partitions: these partitions are commonly furniture-type systems and are designed to be readily modified by the occupant or furniture specialist. This partition type is expected for assignable spaces such as offices, work stations, meeting areas, work areas, etc.

The sizes of spaces may be developed in Level III Design phase, and will be developed as modular, such that the building will not be a piecemeal of spaces. For example, two 140 sf spaces may be combined to create one 280 sf space. This is a more serviceable approach to the life of the building than attempting to accommodate a variety of space sizes such as 65 sf, 135 sf, 180 sf, etc. We find that most space types can be modified in their use and expectations to fit within this modular approach.

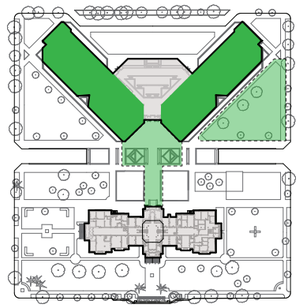
It is premature, with this report, to be definitive with a Listing of Spaces; however, some metrics can be used to get a sense of the building.

Space List Worksheet - General Summary - Herschler

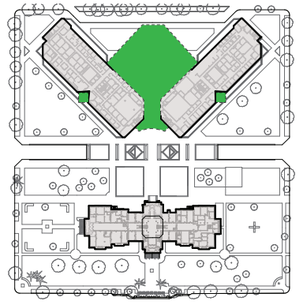
Location	Existing Herschler		
Floor	*Net Assignable [s.f.]*	*Gross [s.f.]*	*Efficiency*
BSMT		146,995	
1FL	42,941	63,914	67.2%
2FL	44,111	63,079	69.9%
3FL	43,263	62,156	69.6%
4FL	42,932	60,743	70.7%
Parking Total		**108,106**	
Total Parking Stalls		220 stalls	
Building Total	**183,640**	**288,780**	**63.6%**
Grand Total	**183,640**	**396,886**	**46.3%**



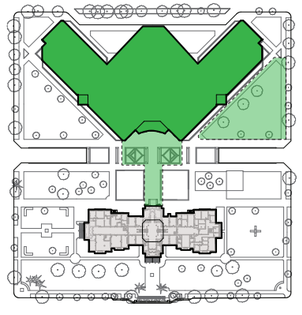
Location	Proposed Herschler - Renovation		
Floor	*Net Assignable [s.f.]*	*Gross [s.f.]*	*Efficiency*
BSMT	12,646	171,480	
1FL	46,637	54,874	85.0%
2FL	45,443	57,583	78.9%
3FL	44,535	56,660	78.6%
4FL	44,204	55,247	80.0%
Parking Total		**115,110**	
Total Parking Stalls		226 stalls	
Building Total	**193,465**	**280,734**	**68.9%**
Grand Total	**193,465**	**395,844**	**48.9%**



Location	Proposed Herschler - Addition		
Floor	*Net Assignable [s.f.]*	*Gross [s.f.]*	*Efficiency*
BSMT			
1FL	13,230	26,600	49.7%
2FL	9,800	15,800	62.0%
3FL	17,080	21,600	79.1%
4FL	14,500	19,520	74.3%
Parking Total		**N/A**	
Total Parking Stalls		N/A	
Building Total	**54,610**	**83,520**	**65.4%**
Grand Total	**54,610**	**83,520**	**65.4%**



Location	Proposed Herschler Renovation + Addition		
Floor	*Net Assignable [s.f.]*	*Gross [s.f.]*	*Efficiency*
BSMT	12,646	171,480	
1FL	59,867	81,474	73.5%
2FL	55,243	73,383	75.3%
3FL	61,615	78,260	78.7%
4FL	58,704	74,767	78.5%
Parking Total		**N/A**	
Total Parking Stalls		226 Stalls	
Building Total	**248,075**	**364,253**	**68.1%**
Grand Total	**248,075**	**479,363**	**51.8%**



Building Area Summary

The Gross Area [GSF] for the building is to maximize the existing building floor plates during renovation and addition as well as the site test-fit. The GSF is projected to be 470,100 SF. This area can be extrapolated to indicate expected Net Assignable Area using industry standards and some judgment about efficiency of the proposed building plan.

Assignable Area Projections

Extrapolating this Net Assignable Area to the number of Offices and Conference rooms is more speculative, but can be done to a degree. We must remember that such calculations become more and more approximations based upon general assumptions. The numbers are no better than the assumptions, but nonetheless offer insight into what the building can support.

Given the dialogue with the Joint Task Force to date, below are two approaches to develop this sense of the potential Collection of Spaces:

- 60/40:60% flexible; 40% fixed partition spaces
- 70/30:70% flexible; 30% fixed partition spaces

	Projected Net Assignable Data				**Office Count**	
	60/40		70/30		60/40	70/30
Fixed [office]	84,346	NASF	63,259	NASF	602	452
Fixed [support]	14,884	NASF	11,163	NASF		
Flexible	148,845	NASF	173,653	NASF	2,126	2,481
Totals	248,075	NASF	248,075	NASF	2,728	2,933

Basis: *expect 15% of fixed spaces for support spaces*
expect 140 sf average fixed
expect 70 sf average flexible

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